ARC BULK UPLOAD LAYOUT

12-26-2006

1. Use the following filename – PROT-2009-aa-XXX-nnnnn.TXT where aa is the sequence number of your file if more than one is submitted, XXX is your Representative Code and nnnnn is the number of records on the file.

2. ASCII Format.

3. Fixed Record Length 726 characters

4. Shaded fields are required

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
1	SBLBU	A	23	1 - 23	-	NOT BLANK
2	APPLICANT	A	67	24 - 90	LEFT	NOT BLANK
3	OWNER-APPLICANT TYPE	N	1	91	-	1: Individual, 2: Limited liability company, 3: Partnership, 4: Trust, 5: Publicly-traded corporation, 6: Condominium Board of Managers 7:Association 8:Other corporation
4	OWNER-APPLICANT RELATION	N	1	92	-	1: Owner of record, 2: Lessee of entire property, 3: Buyer, 4: Condominium Board of Managers , 5: Other
5	RELATION TO PROPERTY - OTHER	A	50	93 - 142		
6	OWNER - OTHER THAN APPLICANT	A	50	143 - 192	-	
7	REQUESTED MARKET VALUE	N	11	193 - 203	-	NOT BLANK
8	APPLICANT CORRECT LEVEL OF ASSESSMENT	N	5	204 - 208	-	
9	REQUESTED ASSESSMENT	N	8	209 - 216	-	
10	YEAR ACQUIRED	N	4	217 - 220	-	YYYY
11	PURCHASED PRICE	N	11	221 - 231	-	
12	PURCHASED ARMS-LENGTH	A	1	232	-	Y = YES, N = NO, BLANK = Not Entered
13	OFFERED FOR SALE	A	1	233	-	Y = YES, N = NO, BLANK = Not Entered
14	OFFERED FOR SALE / UNDER CONTRACT - PRICE	N	11	234 - 244	-	
15	TAXPAYER ID	A	9	245 - 253	-	
16	PROPERTY TYPE	N	1	254	-	1:Residential 1,2, or 3 family home (AR 1), 2: Condo unit in a low rise development (AR 1), 3:Public Utility (AR 2), 4:Other including commercial (AR 2)

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
17	REQUEST FOR VALUATION CHANGE	A	1	255		**Y** = YES (AR 1 OR AR 2), **N** = NO
18	REQUEST FOR OTHER CHANGE	A	1	256		**Y** = YES (AR 3), **N** = NO
19	CASE #	A	15	257 - 271	-	YOUR INTERNAL CASE # - Will be used for Grouping
20	CLIENT #	A	15	272 - 286	-	YOUR INTERNAL CLIENT #
21	FORWARDING ATTORNEY	A	20	287 - 306	-	OTHER ATTORNEY YOU ARE HANDLING CASE FOR
22	ASSOCIATE	A	20	307 - 326	-	ATTORNEY OR ASSOCIATE WITHIN YOUR FIRM
23	EXPANDED LIVING AREA	A	1	327	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
24	RENOVATIONS W/PERMIT LAST 3 YRS	A	1	328	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
25	CONSTRUCTION COST - JAN 2	N	11	329 - 339	-	
26	USE	N	1	340	-	**1:** 1 family, **2:** 2 family, **3:** 3 family, **4:** Mother/daughter, **5:** Condominium, **6:** Other
27	OTHER USE	A	20	341 - 360	-	
28	DEVELOPMENT/ASSOCIATION NAME	A	50	361 - 410	-	
29	OWNER OCCUPIED	N	1	411	-	**1:** All, **2:** Part **3:** None
30	RENTAL PROPERTY	A	1	412	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
31	RENTAL UNITS	N	4	413 - 416	-	
32	RENT (ANNUAL)	N	12	417 - 428	-	
33	BELOW HOUSE	A	1	429	-	**1:** Finished basement, **2:** Unfinished basement, **3:** Crawl-space, **4:** Slab
34	KITCHENS	N	2	430 - 431	-	
35	FULL BATHS	N	2	432 - 433	-	
36	HALF BATHS	N	2	434 - 435	-	
37	BEDROOMS	N	2	436 - 437	-	
38	OTHER ROOMS	N	2	438 - 439	-	
39	GARAGE	N	1	440	-	**1:** 1 car, **2:** 2 cars, **3:** 3+ cars, **4:** None
40	CENTRAL AIR CONDITIONING	A	1	441	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
41	IN-GROUND POOL	A	1	442	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
42	WATERFRONT ACCESS	A	1	443	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
43	PROFESSIONAL OFFICE OR BUSINESS USE	A	1	444	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
44	ADJACENT WATERFRONT	N	1	445	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
45	ADJACENT STREET WITH PAINTED CENTER LINE OR OTHER TRAFFIC SEPARATION	N	1	446	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
46	ADJACENT RAILROAD	N	1	447	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
47	ADJACENT COMMERCIAL PROPERTY	N	1	448	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
48	ADJACENT APARTMENT HOUSE	N	1	449	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
49	ADJACENT GOLF COURSE	N	1	450	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
50	ADJACENT PARK	N	1	451	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
51	ADJACENT OTHER DESCRIPTION	A	20	452 - 471	-	
52	ADJACENT NONE OF THE ABOVE	N	1	472		**Y** = YES, **N** = NO, **BLANK** = Not Entered
53	APPROXIMATE YEAR BUILT	N	4	473 - 476	-	
54	EXPANDED RENTABLE AREA	A	1	477	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
55	LEASED SPACE - 1 OR MORE YEARS	A	1	478	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
56	RETAIL TENANTS	N	4	479 - 482	-	
57	OFFICE TENANTS	N	4	483 - 486	-	
58	INDUSTRIAL TENANTS	N	4	487 - 490	-	
59	APARTMENT TENANTS	N	4	491 - 494	-	
60	OTHER TENANTS	N	4	495 - 498	-	
61	TAXPAYER USE - INCLUDE TRADE NAMES	A	50	499 - 548		
62	NEW LEASES PAST 3 YEARS	N	4	549 - 552	-	
63	ENVIRONMENTAL CONTAMINATION	A	1	553	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
64	STRUCTURAL DEFECTS / CODE VIOLATIONS	A	1	554	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
65	IMPROPERLY DENIED EXEMPTION	A	1	555	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
66	IMPROPERLY REMOVED EXEMPTION	A	1	556	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
67	INCORRECTLY CALCULATED EXEMPTION	A	1	557	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
68	ASSESSMENT INCREASE LIMIT EXCEEDED	A	1	558	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
69	INCORRECT ROLL DESIGNATION	A	1	559	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
70	UNAUTHORIZED ASSESSMENT	A	1	560	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
71	EXEMPTION TYPE SOUGHT	N	1	561	-	**1=Basic Star, 2=Enhanced Star, 3=Other**
72	MISCLASSIFIED - CORRECT TAX CLASS	N	1	562	-	1, 2, 3, 4, BLANK = NO
73	UNLAWFUL / EXCESSIVE ASSESSMENT - REASON	A	50	563 - 612	-	
74	APPLICANT FULL MARKET VALUE - TAXABLE	N	11	613 - 623	-	
75	REQUESTED ASSESSMENT - TAXABLE	N	8	624 - 631	-	
76	VILLAGE OR CITY PROCEEDINGS PENDING	A	1	632	-	**Y** = YES, **N** = NO, **BLANK** = Not Entered
77	LAST SETTLEMENT (VILLAGE OR CITY) YEAR	N	4	633 - 636	-	
78	NEW MORTGAGE DEBT AMOUNT - LAST 2 YEARS	N	11	637 - 647	-	Amount of New Mortgage Debt placed on Property during the past 3 years
79	NEW MORTGAGE DEBT TERM	N	3	648 - 650	-	Term of New Mortgage Debt (Months)
80	NEW MORTGAGE DEBT RATE	N	5	651 - 655	-	Rate on New Mortgage Debt (Percent) 0.01 - 99.99
81	REQUESTED MARKET VALUE FOR PRIOR YEAR	N	11	656 - 666	-	OPTIONAL. USE ONLY IF PRIOR YEAR WAS VALUE REVISED OR SHOULD BE REVISED DUE TO CONSTRUCTION OR DESTRUCTION OF IMPROVEMENTS
82	COMMENTS	A	60	667 - 726	-	

SEQUENCE NO.	FIELD NAME	FIELD TYPE	FIELD LENGTH	FIELD POSITION	JUSTIFY	COMMENTS
Required fields tips						
1	SBLBU					Must use Nassau County Parcel Number Format
2	APPLICANT					Enter name of applicant
7	REQUESTED MARKET VALUE					Enter requested full market value
16	PROPERTY TYPE					Defaut to 4 for all parcels. Or, if you wish to be more exact, use 1 for exclusively residential one - three family homes, 3 for class 3 or 4 public utility property, and 4 for all other property
17	REQUEST FOR VALUATION CHANGE					Default to Y. Change to N on -line if no value claim
18	REQUEST FOR OTHER CHANGE					Default to N. Change to Y on-line if there is a class or exemption issue
Other information						
19	CASE #					Optional 15 chararcter field that will be used to group related parcels for review.

Web site: http://www.nassaucountyny.gov   Go to Assessment Review under eServices (after 1/1/07)